ELECTRONIC CLASSIFICATION ANALYSIS SYSTEM (E-CLASS)

Instructions and Information

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INTRODUCTION

The Electronic Classification Analysis System (E-Class) presents a Web-based approach to analyzing data about the State of Texas's workforce. E-Class does not include data from universities and the data are not audited or verified by the State Auditor's Office. The sources of all data are Uniform Statewide Payroll System (USPS), Standardized Payroll/Personnel Reporting System (SPRS), and Human Resources Information System (HRIS). Questions regarding the data or analysis of the data should be directed to the State Auditor's Office Classification Team at (512) 936-9500.

Technical Support

For technical support, please contact Debra Serrins at dserrins@sao.state.tx.us or 512-936-9731.

ENTERING THE SYSTEM

Users can access the system at: http://sao.hr.state.tx.us/apps/eclass/.

From the main page the user can choose to enter either of the two system modules: **Turnover Report** or **Ad Hoc Analysis.**

Enter Turnover Report Module	Enter Ad Hoc Analysis Module

What you can find in the Turnover Report module:

The **Turnover Report** module allows users latitude in producing tables mirroring those contained in the annual state turnover report published by the State Auditor's Office, including analyses by:

- Agency.
- Gender.
- Ethnicity.

The user can query on this information including or excluding interagency transfers. The **Turnover Report** module includes only data on classified, regular full-time and part-time employees.

Tip: *This would be the ideal module to use if the user wanted information on statewide or agency turnover rates, terminations, and total headcounts. For example, if an agency wants to compare its turnover rate with the State's turnover rate and/or its General Appropriation Act article's turnover rate, this would be the module to use.*

What you can find in the Ad Hoc Analysis module:

The **Ad Hoc Analysis** module allows the user to design more flexible and detailed analysis than the **Turnover Report** module. The type of analyses that can be performed in the **Ad Hoc Analysis** module includes:

- Analysis of average annual salaries broken down by various demographics.
- Median age by occupational category.
- Percentage of employees above or below the midpoint of their salary ranges.

Tip: *This would be a good module to use for more specific kinds of information. For example, if an agency wanted to compare the average salary of its Administrative Assistants with the statewide average salary for Administrative Assistants, this would be the module to use.*

NAVIGATING THE SYSTEM

Once the user has entered E-Class by choosing either the **Turnover Report** or **Ad Hoc Analysis** module from the default page, each subsequent page includes a Navigation bar located at the top of the page.

Navigation Bar

Help			Exit System
System Navigation:	Exit System	⌄	Go
	Turnover Report		
	Ad Hoc Analysis		

The dropdown list shows all the available pages in the system. The current page is shown next to the pull down arrow. Clicking this arrow will display the other available pages. To navigate to a different page, click the name of the page and then click the "Go" button.

TURNOVER REPORT

The **Turnover Report** module includes data similar to that included in the annual state turnover report published by the State Auditor's Office. These data provide information on classified, regular full-time and part-time employees. For queries including other employee types (i.e., classified, temporary full-time; unclassified full-time; and exempt), please use the **Ad Hoc Analysis** module.

The user can enter the **Turnover Report** module by clicking the appropriate button from the default page or by using the navigation control in the system.

Turnover Report Module

When the user enters the Turnover Report module, the default data are immediately displayed. The user can change the report data (selecting Turnover by Agency or Turnover by Ethnicity for example) with the drop down list on the top left. The default is to display the statewide data for that report, but the user can select an agency from the available list to compare the data for the agency, its General Appropriations Act article, and statewide.

If you want to include interagency transfers in the termination counts and turnover rates, select the appropriate option; otherwise, select "Exclude Interagency Transfers." Percentage columns show the percentage of the overall statewide population which that row's data comprise. Clicking the year boxes will quickly show or hide the data for the selected fiscal year.

Changing the report data

Note that only complete fiscal years are included in the **Turnover Report** module.

Available Reports

Overall Turnover

Turnover by Gender

Turnover by Age

Turnover by Ethnicity

Turnover by Length of Agency Service

Turnover by Length of State Service

Turnover by Article

Turnover by Agency

Turnover by Article and Agency

Turnover by Occupational Category

Turnover by Class Series

Turnover by Occupational Category and Class Series

Turnover by FLSA Designation

Turnover by EEO Category

Turnover by Salary Schedule

Turnover by Region

Turnover by County

Turnover by Region and County

Reasons State Employees Terminate Employment

Those reports that list two variables — Turnover by Article and Agency; Turnover by Occupational Category; and Turnover by Region and County — show "nested" queries. The first grid will display the report for the first variable (Article for example). Each row in the query has a select link in the first column. Clicking a select link will display the related records (for example all Agencies in Article II) in the second grid.

Turnover Report with Nested Grids

Select	Fiscal Year	Occupational Category	Statewide Headcount	Statewide Terminations	Statewide Turnover Rate
Select	2010	Accounting, Auditing, and Finance	5,691.25	410	7.2%
Select	2010	Administrative Support	18,471.50	2,058	11.1%
Select	2010	Criminal Justice	36,102.75	6,759	18.7%
Select	2010	Custodial	4,118.75	689	16.7%
Select	2010	Education	145.50	11	7.6%
Select	2010	Employment	914.25	91	10.0%
Select	2010	Engineering and Design	8,112.75	579	7.1%

Export

Fiscal Year	Class Series	Statewide Headcount	Statewide Terminations	Statewide Turnover Rate
2010	Accountant	1,612.25	100	6.2%
2010	Accounting Technician	250.50	22	8.8%
2010	Accounts Examiner	955.75	84	8.8%

Exporting Turnover Report

The user can easily export the data from either turnover report grid. Simply click the "Export" button and save the file to the appropriate location on your hard drive. Note that the export will contain all fiscal years including and excluding interagency transfer data.

Select	Fiscal Year	Occupational Category	Statewide Headcount	Statewide Terminations	Statewide Turnover Rate
Select	2010	Accounting, Auditing, and Finance	5,691.25	410	7.2%
Select	2010	Administrative Support		058	11.1%
Select	2010	Criminal Justice		759	18.7%
Select	2010	Custodial		689	16.7%
Select	2010	Education		11	7.6%
Select	2010	Employment		91	10.0%
Select	2010	Engineering and Design		579	7.1%

Export

File Download

Do you want to open or save this file?

Name: TurnoverReport20110110024836.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 54.2KB
From: sao.hr.state.tx.us

Open   Save   Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Fiscal Year	Class Series	Statewide	Statewide	Statewide

AD HOC ANALYSIS

Generally, creating an ad hoc query consists of two steps: selecting input variables and selecting output variables.

Selecting Input Variables

The database that drives E-Class is very large and detailed. Any attempt to narrow the focus of a query will improve the usability of the query, as well as speed up processing. The user can use the input variable selections to limit data inclusion on a variety of variable types. These variables are grouped onto three pages:

Input Variables – General
- Fiscal Year
- Agency/Article
- Employment Type
- Geographical Location
- Turnover Reason

Input Variables – Classification
- Class Titles/Occupational Category/Class Series
- EEO Category
- Salary Group
- Salary Step
- Salary Breakdown
- FLSA Designation

Input Variables – Demographic
- Gender
- Ethnicity
- Age
- Agency Length of Service
- State Length of Service

To access each page, select that page in the navigation control and click the "Go" button. The system default is to select all records. For example, the fiscal year control shows all fiscal years selected:

To limit the fiscal year in the query, click "Select Fiscal Year(s)" and then select the desired years in the list box. You can select a year by clicking that year or select multiple years by holding down the "Shift" or "Ctrl" key when you click the years.

You can select and deselect as many variables as you choose to make your query as specific as possible.

Tip: *Please note that selections regarding turnover reason will affect only a terminations query.*

Lookup Option

Three variables (agency, class, and location) contain lookup features to allow the user to filter the selection options. If the user wanted to select some class titles and knew that all the class titles contained the word "clerk," the user could type *clerk* into the lookup box and click the "Lookup" button.

Note that you would still need click on the items in the list box to select the clerk titles.

Selecting Output Variables

While limiting the query output by selecting input variables is optional and recommended, designing the query output is required.   E-Class has no default query. Use the navigation control to display the output variable page.

At the top of the output selector, the user can select Turnover Rate, Headcount, or Termination records. The Turnover Rate selector will include headcount and terminations but does not allow for any other dependent variable options.

Depending on whether the user is viewing turnover rate, headcount, or termination data, the grouping and dependent variables will vary. Generally, users can group the output by agency, article, age group, gender, agency length of service group, state length of service group, ethnicity, salary breakdown, salary schedule, salary group, salary step, class number, class title, class series, occupational category, EEO category, employee type, region, county, and FLSA designation. In addition, when running a headcount or termination query, the user can select "quarter" as a grouping variable and when running a termination query, the user can select "turnover reason."

To select a grouping variable, select the variable and click the right button to move it to the selected grouping variable list box. Use the up/down buttons to change the order of grouping variables.

If the user is outputting turnover rate, this is the only available dependent variable. However, if outputting headcount or terminations, the user can view headcount (or terminations), annual salary, age, agency length of service, state length of service, median annual salary, median age, median agency length of service, median state length of service, compa-ratio, or range penetration. These variables can be mixed and matched with multiple dependent variables displayed on one query. The exception to this is that a query outputting median-type variables can have only one dependent variable (for example, median salary) . The query will display headcount (or terminations) and the one selected median variable.

Once the query is designed, the user can click "Run." Depending on the amount of data included in the query and the complexity (number of grouping and dependent variables), the query may take a little time to run. **Do not refresh the page.**

Query Output

The query results will be displayed in a grid with relevant messages in the upper corner of the page. Users can use the page numbers at the bottom corner of the grid to move to another page.

At the top of the output selector, the user can select **Turnover Rate**, **Headcount**, or **Termination** records.

Depending on whether the user is viewing turnover rate, headcount, or termination data, the grouping and dependent variables will vary. Here **Headcount** was selected.

To select a grouping variable, select the variable.

Click the right button to move it to the selected grouping variable list box.

Continue selecting variables and use the up/down buttons to change the order of grouping variables.

Select variable to be moved and click the ^ button to move it up.

If outputting headcount or terminations, the user can select any of the available variables, which can be mixed and matched with multiple dependent variables displayed on one query. The

exception to this is that **median** variables can have only one dependent variable. The query will display headcount (or terminations) and that median variable.

Click the "Run" button.

The query results will be displayed in a grid with relevant messages in the upper corner of the page.

Exporting Data

To export the data, click the "Export" button and select a location on your computer when the save dialog box appears.

To modify your analysis and run another query, use the navigation control to return to the output or input variable pages. You can run another query from any ad hoc page once you have designed your output variables. To reset your selections (start over) and run another query, click "Reset Selections."

EXITING THE SYSTEM

To exit the system, click the "Exit System" link above the Go button at the top of the page. Please use this link rather than just closing the browser window.

DISCLAIMER

The data contained in E-Class are self-reported by the agencies and are gathered from the Uniform Statewide Payroll System (USPS), Standardized Payroll/Personnel Reporting System (SPRS), and Human Resources Information System (HRIS). If you have additional questions regarding the data or analysis of the data should be directed to the State Auditor's Office's Classification Team at (512) 936-9500.

GLOSSARY

C

Classified Positions: Positions that are subject to the salary administration provisions and classification guidelines of the General Appropriations Act. The State's Position Classification Plan includes most positions at state agencies, but it does not include positions at institutions of higher education. Employees who occupy the positions included in the State's Position Classification Plan are known as "Classified Employees."

E

EEO Category: EEO (Equal Employment Opportunity) categories established and defined by the federal government in compliance with Title VII of the Civil Rights Act. Government agencies monitor workforces based on mandated reports using these categories.

F

FLSA Designation: Employee overtime status pursuant to the guidelines established in the Fair Labor Standards Act (FLSA). FLSA status determination is based upon an analysis of job duties and responsibilities. Those employees in positions that are subject to FLSA overtime provisions are entitled to premium pay for overtime worked and are called "Non-Exempt." Employees not subject to the overtime provisions are called "Exempt."

J

Job Class Series: A hierarchical structure of jobs arranged into job classes involving work of the same nature but requiring different responsibility levels.

O

Occupational Category: An occupational category represents a broad series of job families characterized by the nature of the functions performed and the extent of academic preparation required.